Application Check List

(Your grant application should follow and contain all the information listed below)

1. **One Original** and **Four Copies** of Application   _____

2. Application Overview   _____

3. Table of Contents   _____

4. Application Information   _____

5. Agency Background, Mission, Experience & Capability   _____

6. Problem Statement/Needs Assessment   _____

7. Goals, Objectives and Methods   _____

    Project Workplan   _____

8. Partnership/Collaboration/Coordination of Services   _____

9. Project Management and Staff Descriptions   _____

10. Program Evaluation   _____

11. Budget Request Summary (**signed**)   _____

    Training Requests (if applicable)   _____

12. Budget Narrative Justification   _____

13. Source of Funds (**please provide grant numbers & dollar amounts**)   _____

14. Application Authorization (**signed**)   _____

15. Civil Rights Compliance (**completed**)   _____

16. Volunteer Certification (**completed**)   _____

17. VCCB Certification (**signed**)   _____

18. General Conditions and Assurances (**signed**)   _____

19. Affiliation Agreement (if required)   _____

20. 3 Letters of Support   _____

21. Job Descriptions (**one description for each job position listed on grant**)   _____

22. Current Resumes (**one resume for each job description listed on grant**)   _____

23. Proof of Nonprofit Status - IRS 501(c)3 Status (private nonprofits only)   _____

24. Resolution of Participation (public agencies only)   _____

25. Certification of Recording Officer (public agencies only)   _____